

DATE: 31 March 94

FROM: [REDACTED]

SUBJ: MONTHLY ACTIVITIES REPORT FOR March 1994

TO: [REDACTED] Chief, PAG-TA

(U) During the month of Mar, 94 I performed the following:

1. (U) Attended the Briefing Techniques Course offered at the DIAC from 7 through 11 March. This was an excellent course. I recommend this course to new briefers and to career personnel who are involved in public speaking.

2. (S/NF/WN) During the week 14 March through 19 March I was TDY to Menlo Park, CA and Alameda, CA. I spent several days with our contractor, Science Applications International Corporation (SAIC), finalizing the design and techniques of our Foreign Intelligence Database. Also, assisted [REDACTED] and Dr. May in reviewing SAIC documents for destruction and or declassification. Assisted Activity Chief in briefing our program to Captain [REDACTED] from Code J222 at JTF-5. The briefing was successful and a working relationship was established immediately. Tasking was received immediately.

3. (S/NF) I assisted the Activity Chief and SIO in preparing a response to SSCI on our program.

4. (U) Typed and formatted correspondence for our Activity including, STIC-C messages, memorandums, and military letters.

5. (S/NF) Continued working with the operational part of this Activity. This Activity has been very busy this month.

6. (S/NF/WN) Attended a meeting with representatives from the [REDACTED] Agency. In attendance were three personnel from [REDACTED] and myself. The meeting was designed to establish a tasking procedure and a working relationship. We will be interfacing with [REDACTED] in the near future.

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